PORTLAND CONTINUUM OF CARE

Wednesday, June 17, 2015

MEETING MINUTES

Present:

David MacLean	City of Portland, Health & Human Services Department, Social Services Division
Aaron Geyer	City of Portland, Health & Human Services Department, Social Services Division, Home to Stay
Jeff Tardif	City of Portland, Health & Human Services Department, Social Services Division, Family Shelter
Cindy Namer	MaineHousing
Vickey Rand	CHOM
Charlotte Simpson	Avesta Housing
Ginny Dill	Shalom House
Jon Bradley	Preble Street
Joanie Klayman	Preble Street
Chet Barnes	SAMHS
Jessica Hopkins	Veterans Affairs
Pat McKenzie	The Opportunity Alliance

I. Introductions

Aaron welcomed everyone and brief introductions were made.

II. HUD Application

No news so far. The NOFA Application Workplan was distributed to the group (see attached).

III. HMIS Funding

Cindy discussed the lack of HMIS funding for Portland. Due to this, the Continuum must address the funding for the group. Cindy had previously offered scenarios, including a portion of admin fees from grants and flat fees from non-CoC programs, totaling $26,639. Portland offered their ESG funds, approximately $12,138, leaving $14,501 to prorate between the remaining users.

She urged the importance of this, as the invoice needs to be determined soon. Jon asked for the options written out, as the CFOs need this information to make the final decision. Chet pointed out that DHHS's admin fees have already been cut significantly. Cindy offered other options with moving S+C strictly to MCoC funding. Cindy directed everyone to the HMIS governance charter that was voted upon last year, stating they agreed to a fee up to $1,500 per user.

The group decided to have the following options presenting to their agencies:

Option 1 (User based): With the City of Portland contributing $12,138, it removes the fees for their users; and DHHS moving their users to the MCoC funding portion. The remaining leaves 20 users, with a difference of $725 per user.

Option 2 (Organization based): With the City of Portland removed due to their contribution and DHHS moved to the MCoC funding, five (5) organizations remain. This totals $2,900 per agency as a flat fee.

Aaron suggested once the options are sent out, Krista will send an email vote with a deadline (July 1)

IV. HMIS Data Quality

Cindy stated that HUD understands data isn't going to be perfect the first time around. She discussed the benchmarks for the NOFA cycle and month-to-date.

A. NOFA Data Quality Benchmarks

Cindy reviewed the memo, explaining that the only one with no data is StepUp because they are no longer operational. This will have to be explained in the application narrative to HUD. Cindy also pointed out the (mostly new) data fields that are dragging down numbers. They discussed workaround with the turnover of clients, and how to address it in the application narrative.

B. Monthly Data Quality Plan

Cindy distributed the Maine HMIS Monthly Data Quality Review and Data Correction Process. HMIS staff will be in touch with those 17 projects needing improvement. She pointed out the back page describing the process, including the note at the end of the memo, "Even though this is a one-time project, we will continue to update you throughout the NOFA process. The new monthly process will also impact this project going forward so we will continue to produce these reports for the foreseeable future."

Cindy urged that **EVERYONE NEEDS TO BE ON THE SYSTEMS MEASUREMENTS WEBINAR NEXT TUESDAY.**

Vickey state that moving forward there will be extra money for CoCs with excellent data. This may be the "carrot" to get others to the table and more involved, and to see if they would like to submit an application.

V. Creation of Subcommittees

Aaron discussed the need for subcommittees discussed at the impromptu CoC meeting. He asked for volunteers for the Data Committee, including those who can reach out to other agencies to attend meetings. Cindy discussed the joining of the Maine and Portland CoC Data Committees in order to agree on items; Chet pushed that this would be absolutely necessary.

Committees to be established:

Data- Ginny volunteered one employee from Shalom House to the Data Committee; Jon will look at who is doing the most data at Preble Street and send them. Pat tentatively offered her agency's Data Analyst. Aaron asked for a Chair. Jon suggested that once the group is initiated they should vote a chair. Aaron offered to send an email to set up a meeting. Pat pointed out that it needs to be the expectation that each organization needs to be represented in this committee. Ginny suggested the two data committees (Portland and Maine CoCs) merge; Vickey suggested that this be decided at the Data meeting.

Project Monitoring and Prioritization- Vickey stated that Bob used to collaborate with impartial parties to do the ranking, but the on-going monitoring needs to be established if we can get those to meet more regularly. Jon stated that if a Board is established, this is where it should fall. Pat suggested a business meeting prior to the monthly CoC meetings, so not to add more to peoples' plates. Chet stated that the monitoring part could require more time; the team agreed the monthly meetings could be smaller, with larger ad-hoc meetings. It was recommended Vickey facilitate this group, as she has the historical knowledge, and she accepted. Pat offered Wendy DuBlois from The Opportunity Alliance. Cindy suggested Vickey, Jon, and Wendy start as a core and feed information to Krista for distribution. Aaron suggested those three develop a meeting time.

Resource- Ginny stated that Norm had previously offered to help with Mainstream Resources. Vickey pointed out that there is much overlap and maybe a regional resource training series. Cindy stated that Steve Ellis from Frannie Peabody Center is also working on this with Region 1. Jon offered Phil Allen, as he has expressed interest in helping with the Maine CoC Resource Committee. Vickey stated this committee would also help existing projects search out other resources for programs, not just training; Jon suggested other topics outside of the CoC as well. Chet offered Melany and Pat offered herself or Wendy.

Public Policy- Vickey suggested that since MCoC merged with Region 1, and there is already significant overlap. Additionally, the Maine Homeless Policy Committee already exists in which Cullen, Vickey, Chet, Dawn Pickles, Elizabeth Szatkowski, and Ginny all participate. **Pat moved that PCoC merge, Ginny seconded, unanimous vote in approval.**

VI. **Agency Participation**

Aaron reviewed the membership requirement in the governance charter and offered that everyone review this before making the final decision. Charlotte asked what is needed from members. The group explained that they serve as a point of contact to discuss data, the CoC application, community needs, and other input needed from the applicants.

Cindy asked for clarification on “regular” meeting requirements. The group decided not to define it, since it is a small grouping and they can contact those individually as they will notice who is not attending.

VII. **Governance Charter**

Changes were discussed. Vickey suggested striking the site visit pieces.

Jon motioned to approve *as amended*, Vickey seconded, unanimous vote to approve.

VIII. **Mainstream Resources Committee Update**

See “Resource” subcommittee section

IX. **Other Business**

Since most participants will be attending the National Alliance to End Homelessness, the group agreed to change the meeting to July 22.

Next Meeting:
July 22, 2015
10:30 AM – 12:00 PM
REFUGEE SERVICES CONFERENCE AREA
190 Lancaster Street

Please contact:
Aaron Geyer
City of Portland
Health and Human Services Department
Social Services Division
at 482-5131or
aeg@portlandmaine.gov
if you have any questions